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### APPENDIX I.

[Vide answer to question No. 1662 asked by Mr. G. Harisarvottama Rao at the meeting of the Legislative Council held on the 2nd March 1928, page 236 supra.]

#### *Circular No. 4.*

##### *[Subject.—Panchayats—Forests—Organization—Instructions.]*

The following instructions should be observed by Panchayat Deputy Tahsildars in organizing Forest Panchayats :—

(i) Before starting for the village they should get from the District Forest Officer a copy of the plan and boundary notification of the reserves concerned and information about (1) the extent of the reserve, (2) the number and kind of cattle in each village for which permits have been issued, (3) the scale of grazing fees, and (4) the amount payable to Government by the proposed panchayat and the basis on which it is fixed.

(ii) The Deputy Tahsildar's arrival in the village should be notified to the ryots by beat of tom-tom, a convenient place and time being fixed for them to assemble.

(iii) The advantages of the panchayat system should be explained to them on the lines of the lectures delivered at the Conference of Panchayats at Saidapet held in 1924 (copies have been supplied to the Deputy Tahsildars).

(iv) The standard conditions of the agreement that the panchayatdars must execute should be explained to them.

(v) A panchayat can only be formed when the villagers agree to work the forest area on the lines explained to them.

(vi) A list of landowners as distinguished from mere pattadars having cattle should be prepared giving particulars of—

(a) Name of the landowner, (b) extent of his land under dry and wet, and (c) number and description of cattle owned.

(vii) The landowners assembled at the time should select panchayatdars, the number being not less than five and ordinarily not more than nine. They should be warned beforehand that their own welfare and the proper working of the panchayat depends entirely on a careful choice of panchayatdars, who should be impartial, influential and popular men available in the locality. Deputy Tahsildars should satisfy themselves regarding the capacity and the antecedents of the candidates selected and bring the name of any undesirable panchayatdar selected to the notice of the Forest Panchayat Officer.

(viii) A panchayat will usually hold office for three years, but, in the case of new panchayat, it may frequently be desirable to constitute it for one year only in the first instance, an extension of two years being given on proof of earnest work.

(ix) After the panchayatdars have been selected, the Deputy Tahsildar should take them to the forest area and inspect the locality and decide if any portion of the area can be closed permanently to grazing, how many plots of manure leaf and fuel coupes could be cut by rotation and where improvements, such as digging cattle-ponds, clearing noxious growth and growing trees can be effected.

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(x) Proposals for the amendment of the standard conditions of the agreement may be made, when necessary, in consideration of local circumstances.

(xi) The capacity or possibilities of the forest area, and the number and description of cattle that can be allowed to graze should be fixed by the panchayatdars.

(xii) The grazing fee should be so fixed for each head of cattle as to meet (a) the establishment charges necessary to protect the area ; (b) the cost of improvement proposed to be effected ; (c) contingent charges ; (d) the amount payable to Government, and to provide a sufficient reserve to meet any unforeseen reduction in the number of cattle resorting to the reserve and the loss in bad season when cattle have to be allowed at half rates or free.

(xiii) The unit for the administration of a panchayat should generally be a revenue village, and each reserve must be divided in accordance with the village boundaries. Separate panchayats should not as a rule be formed for small areas of less than half a square mile as they cannot be self-supporting. If the village refuses to form a panchayat for its portion of the reserve (while the other portion is assigned to another village for panchayat management), and is obstructive and wholly unreasonable, the area may be assigned to the adjoining panchayat, already formed or to a new panchayat of any other adjoining village that is prepared to take it up. When two or more villages ask for a joint panchayat, there is no objection to acceding to such a request.

(xiv) The final agreement as accepted by the panchayatdars should be sent up to the Panchayat Officer with a report containing the following information :--

*Particulars about panchayat reserves.*

1. Name of the reserve and extent.
2. Name of the panchayat headquarters.
3. Nearest camping place and facilities for access.
4. Nearest post and telegraph offices.
5. Number and names of revenue villages forming the panchayat.
6. Taluk.
7. Area allotted.
8. Type of forest such as soil, hilly or plain, and nature of trees and shrubs prevailing.
9. Date of formation of the panchayat.
10. Names of the panchayat members and their occupation, e.g., ryot, village munsif, karnam and any other honorary post held.
11. Name of the president and his address.
12. Number of owners, of both land and cattle in the locality.
13. Probable number of cattle under each kind other than goats.
14. Probable number of goats in the locality, and how the panchayatdars propose to prevent goat browsing in the forest. It should be stated whether they will insist the villagers' reducing the number of goats and whether they will graze them in the unreserves, if any, until their disposal.

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15. Extent of unreserves in the village. Specify the survey numbers with extents and describe the species of growth found in them.

NOTE.—Only unreserves of large extents in contiguous blocks should be taken into account.

16. Scale of grazing fee prescribed by the panchayat for animals other than goats.

17. Number of cattle under each kind that will be permitted to graze in the reserve according to the local estimate of the possibilities of the reserve and the needs of the villagers.

NOTE.—Compare this with the number of necessary cattle calculated in cow-units at the rate of two for every holding up to four acres of wet or eight acres of dry and at the rate of six cow-units (two cows and two buffaloes) for every household for dairy and manure and note the result.

18. Amount payable by the panchayat to Government.

- \*19. Number of watchers proposed for employment and their pay.

20. Specific proposals to improve the forest (i) by sinking new cattle-ponds or improvement of old ones, (ii) by the removal of prickly-pear, and (iii) by planting trees.

21. Statement of probable receipts and charges :—

Receipts.	Charges.
RS. A. P.	RS. A. P.
Grazing fees at As. for each kind of cattle (to be separately shown).	1. Assessment ...
Sale of dead-wood for head-loads.	2. Watcher's pay.
Sale of manure leaf head-loads.	3. Improvement of forests.
Cash balance at the end of the year	4. Sundry expenses.

22. Panchayat's proposals, if any—

(a) to limit the area open to grazing and to have closed blocks by turns every year;

(b) to regulate the cutting of foliage for manure in three or four blocks by rotation;

(c) to regulate the cutting of coupes of fuel and timber in 30 or 40 blocks by rotation.

23. General remarks.